

MURRAY CITY COMMERCIAL TENANT IMPROVEMENT

Name of Applicant: _____ **Application #:** _____ - _____

Building Address: _____

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. **When each of the items have been checked by you, sign the bottom of the form and have the Building Department verify that all needed information is included.** Submit this form with your application, project completion deposit, and two sets of plans for review.

NOTE: Application for building permits cannot be accepted for plan review until the submittal is complete.

The Building Department accepts all major credit cards, up to a maximum amount of \$4,500.

*** Community Development approval required.**

_____ Approval signature from Planning and Zoning

*** PROJECT COMPLETION DEPOSIT**

_____ Project completion deposit of \$500.00 (refunded after certificate of occupancy issued).

*** BUILDING PERMIT APPLICATION**

_____ Contractors name, phone number, address and contractors state license numbers for:
 _____ General Contractor
 _____ Electrical Contractor
 _____ Mechanical Contractor
 _____ Plumbing Contractor
 _____ Type of improvement / remodel
 _____ Estimate of project valuation
 _____ Signature of owner, contractor or authorized agent with date

TENANT PLANS

- * _____ Plans @ Fashion Place require Landlord approval letter.
- * _____ Clearly show the specific use of each area.
- _____ Indicate whether this is to be a new build out or remodel.
- * _____ Spaces over 3,000 sq. ft. and medical facilities or restaurants require a Utah State registered architects stamp, signature and date.
- * _____ Key plan or description indicating location in the main structure.
- * _____ Floor plans drawn to scale ($\frac{1}{8}'' = 1'$ or larger) clearly indicating specific uses of all areas and general plan of entire space if this is part of a larger space.

- * _____ Differentiation between new and existing construction, doors, windows, corridors, etc.
- * _____ Full floor plan i.e., office building TI – showing where the tenants' space is located and what the uses of other tenants, egress, restrooms, etc.
- _____ Clearly dimensioned rooms, corridors, aisles, etc.
- _____ Size, material, hardware, fire rating and swing of doors.
- _____ Window size, type and location with safety glazing indicated.
- _____ Room finishes with flame spread rating for wall coverings.
- _____ Ceiling details at perimeter to include seismic bracing detail for suspended ceilings.
- _____ Stair details to include handrail and guards.
- _____ Wall construction detailed to include wall heights, deflection tracks and bracing details for walls not attached to the deck above.

*** ELECTRICAL PLANS**

- _____ Lighting plans
- _____ Fire alarms and smoke detectors as required
- _____ Exit signage and emergency lighting

*** MECHANICAL PLANS**

- _____ Plumbing fixture locations
- _____ Exhaust fans
- _____ Location of fire and smoke dampers
- _____ Mechanical equipment schedules and efficiency ratings

MATERIAL SPECIFICATIONS

- _____ Specifications

My signature below indicates I have carefully reviewed the submitted plans and verified that all of the items above have been included. I understand that failure to provide any needed information at the time will delay the processing of my permit.

_____ Date _____
* Applicants Signature

_____ Date _____
* Building Inspection Division